

# Bank Reconciliation

## Reconciling Bank Statement with your record

**E**very month, you need to reconcile your record with the bank statement for accuracy.

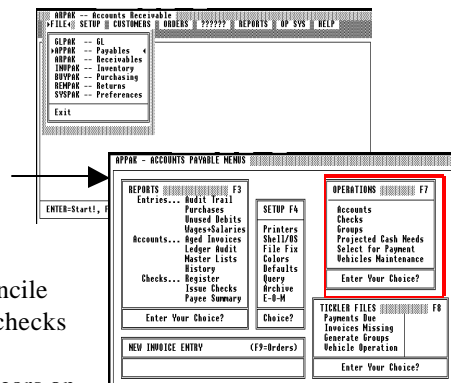
What you need: Bank statement from your bank and deposit slips.

### Procedure:

1. Go to AIMPAKS Master Menu.
2. Choose Accounting, then Accounts Payable.
3. This will give you the Appak -Accounts Payable Menu Screen.
4. Push <F7> - OPERATIONS.
5. Choose C-checks, which brings you to the Check Register screen. Press <ENTER>.
6. Push <F7> function key and choose **R** - reconcile statement to reconcile bank statement. This will let you edit and enter the dates when the checks cleared the bank. You should have your bank statement handy.
7. To start bank reconciliation, type in the first check number that appears on the bank statement and push enter. This will bring up the check number you just entered.
8. Once the check number shows up, push enter key until you get to column labeled "PAID".

**Note: to clear the entire date push BACKSPACE function key then enter the date.**

9. Type in the date the check cleared - e.g. 10202000. Aimpaks will enter it as 10/20/2000.
10. Once the date is entered, push enter key and the status will change to P -for paid which means that the check has been cleared and received by the bank.
11. Do the rest of the checks listed in your bank statement until every single check is accounted for.



- If there are any bills or checks not entered such as bank charges, you must enter them in the Accounts Payable so that it can be reconciled. Save that bill entry as X-post facto and enter the check number and date it got paid.

**FOR DEPOSITS:**

- To reconcile deposits, go to the same check Register Screen push **F7**, Choose R-reconcile. All deposits will be at the end of the table, push 99 two times to get to the last deposit made and push **PAGE UP** to get to the month you want to reconcile.

**Note: If you are on the check register and have been reconciling checks you do not need to push <F7>, push 99 two times (2x) to go to the end of the table.**

CHECK REGISTER (Using Cash Account 1120.0000 ONLY)							
Number	√	Issued	Account #	Amount	Status	Paid	GL-Cash
2001020100		02/01/2001	OPEN	-2915.40	I		1120.0000
2001020110		02/01/2001	DEPOSITS	-585.00	I		1120.0000
2001020210		02/02/2001	DEPOSITS	-281.17	I		1120.0000
2001020510		02/05/2001	DEPOSITS	-480.00	I		1120.0000
2001020610		02/06/2001	DEPOSITS	-1920.00	I		1120.0000
2001020910		02/09/2001	DEPOSITS	-1705.65	I		1120.0000

Cash GL Act	Check #	Date Iss'd	Account #	Amount	Status	Date Paid
1120.0000	2001020100	02/01/2001	OPEN	-2915.40	I	
Payee Opening Balance						

ESC=Close, F6=Remove, F9=Clear to Enter a New Check, F10=Save.

- All deposits made will be marked by the date when the deposit was posted: e.g. 20001020 - means the deposit entry was made on October 20, 2000.
- Go to each deposit made for the month and push ENTER to get to the "PAID" column.
- Enter the date (e.g. 10202000) the deposit cleared and once you push ENTER, "I" will be changed to "P" - means it cleared the bank. Do the rest of the deposits made.
- Once all deposits and checks have been accounted for and all other charges have been entered, you may print the statement from your computer to match with your bank statement. This can be either shown in the monitor or printed as a hard copy. We recommend printing a hard copy, especially if the numbers do not match the ones on the bank statement.

**NOTE: Your Debit and Credit Totals should match the ones in the bank statement.**

**Printing the reconciled statement:**

- While at the Check Register, you can print the reconciled statement. Push <F3> function key for Reports.
- The dialog will be displayed as follows:
- If you want a hard copy send the report to your printer.
- Push <ENTER> after date inclusive entry, Appak will start printing and you should verify that the total debit and credit matches the bank statement. Put the printout with the bank

Accounts Payable: Check Register.  
Monday, 03/10/1999 15:45:34

*You can send this report to the printer, Screen, or to a File?* \_\_\_\_\_

(Note: Enter the name of your printer depending on your Aimpaks Printer setup, P- default printer. S – your monitor's screen.)

*Enter the range of GL Cash Accounts to be reported?* ALL

Note: push enter leave it as default – ALL

*Enter the range of checks to be reported?* ALL

(use Default)

*Enter the Range of checks to be reported?* P

(leave it as P if you're doing bank reconciliation)

*Enter the range of dates to report?* M

(Note: If you want today's month, enter "M", if you want previous month enter as F or 02/01/2000,02/28/2000)

Statement, checks and deposits for future record.

- Once your bank statement matches your record's total debit and credit, find the line in the check register and look for the line on the account that says, "OPEN". Push F4 to edit that line. Enter the beginning of the month's date and enter the amount of the bank's current balance. (See example below): For example: If you are reconciling the month of January 2001 and you have a beginning balance of \$2915.40 for the month of February. Enter it as follow:

Cash GL Act : check #      Date Issued:    Account#:      Amount:    Status:      Date Paid:  
 1120.0000    2001030100    02/01/2001    OPEN      -2915.40    I

**NOTE: There should be only one Open Account Entry in the check register and should be the current month. If you made a mistake and reconciled the wrong check number or deposit, push F4 to zoom in and edit the entry in that screen. Voided checks will have a status "V". Unreconciled checks or deposits should be marked "T".**

APPAK - ACCOUNTS PAYABLE MENUS

CHECK REGISTER (Using Cash Account 1120.0000 ONLY)							
Number	✓	Issued	Account #	Amount	Status	Paid	GL-Cash
2001020100		02/01/2001	OPEN	-2915.40	I		1120.0000
2001020110		02/01/2001	DEPOSITS	-585.00	I		1120.0000
2001020210		02/02/2001	DEPOSITS	-281.17	I		1120.0000
2001020510		02/05/2001	DEPOSITS	-480.00	I		1120.0000
2001020610		02/06/2001	DEPOSITS	-1920.00	I		1120.0000
2001020910		02/09/2001	DEPOSITS	-1705.65	I		1120.0000

APPAK - CHECK REGISTER:--ZOOM						
Cash GL Act	check #	Date Iss'd	Account #	Amount	Status	Date Paid
1120.0000	2001020100	02/01/2001	OPEN	-2915.40	I	
Payee    Opening Balance						

ESC=Close, F6=Remove, F9=Clear to Enter a New Check, F10=Save.